



# Privacy Notice (How we use pupil information)

## CATEGORIES OF PUPIL INFORMATION

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information including grades, levels and progress
- Relevant medical information
- Special Needs information
- Information on behaviour, incidents and exclusions

## WHY WE COLLECT AND USE THIS INFORMATION

We collect and use pupil information under the Education Act 1996/Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 from 25 May 2018. We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide a rewards structure
- to track how well the school is performing as a whole to fulfil requirements of census obligations

## COLLECTING PUPIL INFORMATION

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## STORING PUPIL DATA

We hold pupil data for up to 5 years after pupils leave the school.

## WHO DO WE SHARE PUPIL INFORMATION WITH?

We routinely share pupil information with:

- schools/academies/colleges that the pupil's attend after leaving us

**Halberton and Uplowman Federation Executive Headteacher: Mr Steven Badcott**

Halberton Primary School  
Church Path, Halberton, EX16 7AT  
Tel: 01884 820585  
Email: [admin@halberton.school](mailto:admin@halberton.school)  
[www.halberton.school](http://www.halberton.school)

Uplowman C of E Primary School  
Uplowman, EX16 7DR  
Tel: 01884 820552  
Email: [admin@uplowman-primary.devon.sch.uk](mailto:admin@uplowman-primary.devon.sch.uk)  
[www.uplowman.school](http://www.uplowman.school)



- our local authority
- the Department for Education (DfE)
- the pastoral team when required and appropriate
- medical information as appropriate/necessary to first aider, school nurse and / or NHS
- the senior leadership team within the federation when and as appropriate
- TLCP

## WHY WE SHARE PUPIL INFORMATION

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

NOTE: Pupil referral unites are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## DATA COLLECTION REQUIREMENTS

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## THE NATIONAL PUPIL DATABASE (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

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- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **REQUESTING ACCESS TO YOUR PERSONAL DATA**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Alvin Scott - Coplestone Primary School, Bewsley Hill, Coplestone, Crediton, Devon, EX17 5NX

EMAIL: [dpo@devonmoorsfederation.devon.sch.uk](mailto:dpo@devonmoorsfederation.devon.sch.uk)

[May 2018](#)

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*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*